

Rezoning Checklist

City of Franklin Department of Planning and Sustainability

1. Applicants shall contact the Planning Department to schedule a Plan Meeting and/or Pre-application Conference. Applicants will be advised of the details of the review procedures and the number of sets of the plans to be submitted to the Planning Department. It shall be the responsibility of the Applicant to become familiar with the regulations, policies, and procedures of the City. At the Plan Meeting/ Preapplication Conference, the Applicant shall designate one (1) contact person to work with the City for the duration of the project. **THIS SHALL BE THE PERSON RESPONSIBLE FOR THE QUALITY AND ACCURACY OF THE PLANS.**
2. Contact the Franklin Department of Planning and Sustainability:
PO Box 305 Franklin, TN 37065-0305 Telephone: (615) 791-3212
Micah Wood, Planning Supervisor (615) 550-6732
Emily Hunter, City Planner (615) 550-6739
Donald Anthony, City Planner (615) 550-6734
Jon Langley, City Planner (615) 550-6977
3. Contact the Franklin Engineering Department: Telephone: (615) 791-3218
Dan Allen, Interim Assistant Director of Engineering (615) 550-6675
Tom Ingram, Engineering Supervisor (615) 550-6666
Carl Baughman, Traffic Engineer (615) 550-6663
Crystal Bishop, Stormwater Coordinator (615) 550-6670
4. **PRIOR TO THE SUBMISSION OF A REZONING REQUEST THAT IS NOT CONSISTENT WITH THE FRANKLIN LAND USE PLAN, THE APPLICANT SHALL SUBMIT A LAND USE PLAN AMENDMENT TO THE PLANNING COMMISSION. PURCHASE COPIES OF THE FRANKLIN LAND USE PLAN FROM THE FRANKLIN PLANNING DEPARTMENT OR VIEW IT ONLINE.**

PLANS WHICH ARE NOT SEALED, SIGNED AND DATED AS REQUIRED BY STATE LAW AND BY CITY ORDINANCE SHALL NOT BE ACCEPTED FOR REVIEW.

Project Name: _____

COF # _____ Staff: _____ Date: _____ FMPC Date: _____

Address all items marked with an 'X'. See the Checkprint for additional comments. Return this checklist with the checkprint.

The following checklist depicts the submittal requirements for the Rezoning process:

REZONING CHECKLIST		
*Submittals should include ten (10) paper copies of the listed items and one (1) electronic copy.		
**All plans are required to be sealed, signed, and dated by professionals licensed in the state of Tennessee and in accordance with state law and City of Franklin requirements.		
A. Preliminary Information		
1	Pre-application Conference Form	
2	FMPC / Administrative Project Application	
3	Fee (nonrefundable) NO REZONING WILL BE REVIEWED UNTIL THE FEE IS PAID	
4	Signed & notarized Owner Affidavit and Public Notice Affidavit	
5	<p>The applicant shall notify, by mail, property owners adjacent to the site:</p> <p>For property under two (2) acres, notification is required for property owners located within 100 feet of any proposed development requiring the submittal of a rezoning proposal. The notification shall be in accordance with section 2.3.8 of the <i>Zoning Ordinance</i>.</p> <p>For property two (2) or more acres, notification is required for property owners located within 500 feet of any proposed development requiring the submittal of a rezoning proposal. The notification shall be in accordance with section 2.3.8 of the <i>Zoning Ordinance</i>.</p>	
B. General Information (Required on all applicable sheets of the submittal)		
6	Date	
7	North Arrow and graphic scale	
8	Site Location / Vicinity Map	
9	Name of Proposed development	
10	City of Franklin Project Number (to be assigned once initial submittal is made)	
11	Contact information for professional(s) preparing the plans (including email addresses)	
12	All plans sealed, signed and dated by Tennessee licensed professional(s)	
13	The applicant shall provide any additional information, as determined by the City Staff, that will be necessary to obtain a adequate review by the City staff and the FMPC.	
14	Names, addresses, email and telephone numbers of the owner and the applicant. Where these are designated as a partnership, corporation or other business venture, then the names and addresses of all individual parties, officers, directors and/or beneficial owners holding more than a 5-percent interest in the project shall be identified.	
C. Submittal Components		
15	The length of the boundaries of the site measured to the nearest foot, as surveyed by a Registered Land Surveyor. Site identification shall include a list, by tax map and parcel number, of all parcels to be rezoned.	
16	The applicant shall submit a written legal description of the site, commencing at a point on a public right-of-way and referencing the Tax Map and Parcel Number. The written legal description shall be submitted electronically, as well.	
17	All base and overlay zoning districts including character areas within 500' of site	
18	Existing Zoning of the site, Proposed Zoning of the site, and Development Standard designation of the site (Traditional/Conventional).	
19	Hillside/Hillcrest Overlay District and associated 500-foot buffer location and limits	
20	Watercourses, conveyances, springs (perennial only), Water bodies, Floodway Fringe Overlay (FFO) Zoning Boundary, Floodway (FW) Overlay Zoning Boundary, wetlands, and drainage basin where the site is located.	

21	Most-recent aerial photo (or comparable document) depicting existing tree canopy cover and percent of site under existing tree cover. Show and label areas of existing vegetation with the % of canopy cover of each area.	
22	Acreage of the site	
23	Name, address, telephone, and e-mail address of land owner	
24	Names of all subdivisions and land owners owning lots adjacent to the site	
25	Existing structures and buildings, including the exact locations, dimensions, dates of construction and architectural styles of historical structures and sites, original accesses to historical structures and sites, and proposed plans for all structures, buildings and sites.	
26	Existing land uses on the site and surrounding parcels within 500' of the site	
27	Planned development within 500' of the site (consisting of approved, but not yet complete development)	
28	Railroad infrastructure and rights-of-way	
29	Mineral rights (if held by parties other than the owner of record)	
30	All historic properties within 500' of site	
D. Statement of Impacts. A statement describing the probable impact of the rezoning on all of the following:		
31	Water facilities.	
32	Sewer facilities.	
33	Repurified (reuse) water facilities.	
34	Street Network, as shown on the major thoroughfare plan.	
35	Drainage facilities.	
36	Police, fire, and recreational facilities. (Provide driving distance to the nearest police, fire, and recreational facilities.)	
37	<p>The applicant shall submit a letter to the appropriate school district central office providing the school system with the following:</p> <ul style="list-style-type: none"> • location of the proposed development; • the anticipated school-age population of the development. <p>A copy of the letter sent to the school district shall be included with the application.</p>	
38	A general statement addressing refuse storage and sanitation collection facilities proposed for the development.	
39	A general statement indicating the substance of restrictive covenants, architectural controls grants of easements or other restrictions imposed, or to be imposed, upon the uses of the land, buildings and structures in the development, including proposed easements for utilities and greenbelts.	
E. Supporting Studies and Information		
40	Traffic Impact Analysis (if required by City Engineer)	
41	Estimated amount of total trip generation (if required by City Engineer)	
F. Resubmittal		
	<p>Resubmittal: With resubmittal/second submittal to the City for DRT/FMPC review, 10 paper copies of the plan shall be submitted to the Planning Department (109 3rd Ave South, Suite 133, Franklin TN, 37064) and an electronic copy of the plan shall be uploaded to the City of Franklin Online Electronic Plan Review site: HTTP://FRANKLIN.CONTRACTORSPLANROOM.COM/SECURE/.</p> <p>Failure to submit the paper copies & to upload the PDF copy of the plan by 5pm on the Resubmittal Date of the Franklin Municipal Planning Commission / Administrative Meetings and Deadline Schedule shall result in this item not being placed on the Administrative or FMPC Agenda.</p>	